

POLICIES AND PROCEDURES FOR NAMING PUBLIC SCHOOLS/NAMING SECTIONS OF SCHOOLS

Policies and Procedures for Naming Public Schools

1. Public schools will be named for geographic locations.
2. The superintendent will form an advisory committee to assist in providing names for a public school.
3. The advisory committee, through the superintendent, will provide to the school committee no more than three (3) names. The names will be submitted in writing and include reasons why the name or names are appropriate for the school and rationale for the selection.
4. The school committee will review the recommendations of the advisory committee, though not bound by them, and will make a final decision on the name by a majority vote.

Policies and Procedures for Naming Sections of Schools

1. Sections of public schools, school grounds, athletic fields, or other major areas of schools, may be named for an individual who has made an outstanding contribution to the school and/or educational system.
2. A written request will be submitted to the principal of the school for review. The written submission will include reasons why the individual's name is appropriate for the major area of the school.
3. The principal may receive input from the school-based community, which may include School Councils, PTO's, teachers, etc.
4. The name(s) will be submitted in writing to the Office of the Superintendent and include reasons why the individual's name(s) is appropriate for the major area of the school. The superintendent will review the information and forward to the school committee in writing the selected name(s) and reasons for the appropriateness of the submission.
5. The school committee will review the forwarded name(s) and reasons for the selection and make a final decision by a majority vote.

Adopted: October 16, 2000
Revised: November 19, 2012